



## Shevington Vale and Millbrook



Federation of Schools



November 2017

Dear Parents/Carers

I am sure you are aware of the Government's focus upon attendance and following both our 2017 OFSTED inspections we noticed the heightened attention upon our attendance data and procedures. At both schools there is still room for improvement with holidays in term time and especially with children being late to the morning sessions. This is where our attention is being focused this year.

From November 2017 any child arriving late without valid reason after the registers have been officially closed will now be classed as an unauthorised absence.

This first period in school 9.00-9.30am is extremely valuable as children receive at least two timetabled sessions of learning, which over a week, even a few minutes late can add up significantly. Should a child then accumulate ten unauthorised late sessions, they meet Local Authority's criteria for an Education Penalty Notice Warning to be issued to parents.

If a child misses ten minutes each day over an academic year that adds up to nearly two weeks of absence and missed learning.

Please can I insist that should a child be late, then an adult must accompany the child into school to inform us of the reason and to ensure that they do safely enter our building. This is extremely important to us.

As a school we know how important it is to ensure that as much time as possible during the day is spend on learning. Some children become quite anxious knowing that they have to enter a lesson mid-way through.

The Governors of our Federation have recently approved a new attendance policy which you will find on our website under the Information tab . Please can I draw your attention to page 4 where it explains a change to what you receive regarding attendance alongside the termly progress report. Our schools are working closely with an Attendance Officer from Wigan Council.

I thank you for your support and ensure you that we always have the best interests of the children at heart.

Yours sincerely,

*Karen Tomlinson*

Mrs K Tomlinson  
Executive Headteacher